



## CASHMERE HIGH SCHOOL

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### **Procedures for appointing student leadership roles.**

Our school is committed to helping to develop confident and able young leaders across a wide range of areas in our school.

#### **Head Students for the school**

Our Head Boy and Head Girl are important role models for our younger students and are school ambassadors for the wider community. The Associate Principal in conjunction with the Head of School is to co-ordinate the process, including asking all interested Year 12 students to apply through a letter of application. The Associate Principal makes the initial short listing of up to four boys and four girls based on application letters and student's previous school role, conduct and achievements. Preference is for students who have good academic records and are active in the co-curricular activities, are able public speakers, have a sense of service, and pride in our school. The Principal is to then approve the short listing selection.

The selection then is to require the short listed candidates to all to present themselves to their year level cohort and the teaching staff. There is also a formal individual interview with the Head of School, Associate Principal and Principal. The final decision of the students appointed is based on this selection process and the students past records, and is made by the Principal with the advice of the Head of School and Associate Principal.

There is also a Deputy Head Boy and a Deputy Head Girl appointed each year. Their selection is to be made out of the same candidates and process for the Head students.

#### **Lead Students for each year level**

In Year 9 through to Year 12 there are a male and female student selected as the Lead Students for their specific year level. These roles include a range of functions, such as fronting assemblies and school functions. The selection and appointment process for appointing these students is managed for each year level by the Head of School, and overseen and confirmed by the senior leadership member responsible for that year group (i.e. Deputy/Associate Principal).

The selection process should allow for all students to signal their interest in the role, and the appointment decisions must be based on proven and positive school involvements and experiences, as well as leadership potential (e.g. mana amongst peers, self-confidence and public speaking skills).

### **Student Trustee on the Board of Trustees**

The Board of Trustees is responsible for the governance of the school. Students have a direct input into the running of the school through their elected student trustee on the Board. The student trustee is elected to the Board by students in the school, to serve a one year term of office, commencing in October. The voting process is to meet the same prescribed standards and requirements as for the parent and staff Board of Trustee representatives.

### **School Student Council**

The Cashmere High School Student Council is a group of elected students who represent the school. They organise events, charity donations and address and discuss important ideas that have been put forward from the student body. The main aim of the council is to make sure that every voice is heard within the school and to make sure that everyone's needs are catered for.

The council consists of two representatives from each of year groups from 9 to 12 who have been selected as the Lead Students for their year level, a secretary, a representative from the international sector, the Deputy Principal responsible for the Student Council to oversee meetings, House Leaders, Head and Deputy Head Students.

The Deputy Principal responsible for the Student Council has the right to remove students from the Council if their attendance and/or contributions are in their opinion unsatisfactory. It would be expected that a student is sufficiently warned and suitable guidance provided before they are removed from the Council.

Each year level council forwards information and ideas to their year level representative, who bring these for discussion at the full school council meetings, held fortnightly, along with any other issues and suggestions.

### **Year Level Councils**

For each year levels from 9 to 12 there are student councils lead by their Head of School, which consist of student representatives. These year level councils are used to help co-ordinate year level activities, charity fundraisers and fun competitions. In Year 9 and 10 these student representatives are selected from form classes, while in Year 11 and 12 the Head of School will manage the selection process. This process will include the opportunity for all students to signal an interest in the role. It is the prerogative of the Head of School to select suitable students for their council for each year.

### **Prefects**

These are Year 13 students who are selected in curricula and pastoral areas to help with the usage and care of equipment, resources and/or student access to these. Nominations for Prefects can be made by staff, especially those in charge of key areas such as Arts, Library, Sports. The Head of School in consultation with the Associate Principal and Principal has the final decision on how many Prefects are appointed and which students are appointed. Generally students should not hold

more than one Prefect role. Duty Prefects assist on wet weather lunchtime duties (e.g. classroom supervision) and after school traffic duties.

### **Heads of House**

The school has six competitive Houses : Blake (red), Britten (yellow), Cooper (blue), Ngata (green), Rutherford (purple) and Sheppard (orange). All named after famous New Zealanders. All students are placed into one of these six Houses when they start at Cashmere High School. At the end of each year the students elect their House leaders (male and female). These leaders are responsible for helping to organise and motivate participation and achievement in the House competitions.

Heads of House co-ordinate their own selection processes for these leadership roles. This process must include allowing all students the opportunity to apply, the ability to present themselves to the students and staff of their House and a student vote. There must be only one male and one female student Head of House.

The Head of House must provide the Principal with their preference for students for approval before any decisions are indicated or announced. To ensure a fair distribution of school leadership roles the second choice students may be appointed as Head of House if a student is going to be made Head or Deputy Head Student. The Principal finally decides and then announces the student Heads of Houses.

### **Sports Council**

This is a volunteer commitment of students who are committed and have a passion in sport. They aim to promote sport in our school through helping support inter-school competitions, fixtures, sports exchanges, tournaments. They also assist in organising lunch time sport activities and other school events such as Junior Activity Day, Co-curricular registrations, and Achievers Evening. The teacher who is the Sports Director is responsible for selecting these students. There is no formal selection process. Any complaints or problems over student appointment are to be resolved by the Deputy Principal responsible for school sport.

### **Sports and Cultural Leadership**

Sports teams and cultural groups such as debating and theatre sports all have opportunities for team members to be selected as the captain. While all team members must be responsible for their own behaviour and success, the team captains are important leadership roles to help support, motivate and encourage participation and higher achievement. The selection of team/group leaders is the responsibility of the person in charge of that particular team or group. Any complaints or problems over student appointments are to be resolved by the teacher with responsibility as Sports or Arts Co-ordinator.

### **Peer Leaders**

These are Year 13 students who are selected with the aim of helping and supporting our new entrant Year 9 students settle into our school. The Peer Leaders are assigned to Year 9 form classes, to meet with students, help with tours and generally buddying up, to make transition into high school as smooth as possible. The teacher appointed as the Peer Leaders Co-ordinator is responsible for informing all Year 12 students of the opportunity to be Peer Leaders, and then managing and making the selections. This teacher is then also responsible for co-ordinating the student training and implementing the Peer Leaders programme.

### **Peer Mentors**

Year 12 students are selected to receive training in being a mentor for junior students. The purpose is for the Year 12 students to help meet up with junior students to offer peer support and guidance. This programme is well supported by our counselling staff and offers excellent leadership opportunities as well as the chance to practically help other students. The senior counselling teacher is responsible for the appointment of students to these roles and also the implementation of the programme each year.